

**July 21, 2011**

**The Board of Commissioners held its regular meeting of Thursday July 21, 2011, in the Forand Manor Conference Room – at 5:00pm for the following reasons:**

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Public Comment/Resident Concerns**
- 4. Approval of Minutes of Previous Meetings of May 25, 2011**
- 5. Executive Summary**
- 6. Consent Agenda – Department Reports**
  - Financial Management**
  - Housing Management**
  - Leased Housing**
  - Facilities Management/Modernization**
  - Resident Services**
- 7. Bid Award**
  - Pest Control Services**
  - Elevator Services**
  - Auditing Services**
- 8. NERC/NAHRO and NAHRO Awards of Merit – Emergency Generator**
- 9. VFW Building Development Discussion**
- 10. Discussion of Non-Smoking Policy and Possible Vote on Policy within the Housing Developments**
- 11. Discussion – 10/01/11 – 9/30/12 Fiscal Year Budget**

**12. Discussion – Health Benefits**

**13. Executive Session:** A portion of this meeting may be held in Executive Session pursuant to 42-46-5 (a)(1) and 42-46-5(a)(2) of the General Laws of the state of Rhode Island to discuss the following:  
**Personnel issues and potential litigation**

**14. Any new business to come before the Board**

**15. Adjournment**

**The meeting was called to order at 5:05pm by Chairman, Julio Castillo.**

**Upon a Roll Call, those “Present” and “Absent” were as follows:**

<b>Present</b>	<b>Absent</b>
<b>Julio Castillo, Chairman</b>	<b>Ray Marcaccio, Attorney</b>
<b>Gladys Burns, Vice Chairperson</b>	
<b>Alice Bociek, Commissioner</b>	
<b>Neil Flynn, Commissioner</b>	
<b>Tina Sullivan, Executive Director</b>	
<b>Paula Llera-Delgado, Administrative Assistant</b>	

**Others in attendance**

**David Dumas, Maintenance**

**Sharon King, Director of Housing**  
**Bridgett Duquette, Finance Manager**  
**Maurice Brousseau, City Resident**

### **Public Comment/Resident Concerns**

**Chairman Castillo welcomed those in attendance to the meeting of the Board of Commissioners. Chairman Castillo asked if there were any public comments or concerns. There being no public comments or concerns, Chairman Castillo moved to the next topic on the agenda.**

### **Approval of Minutes: (5/25/2011)**

**Chairman Castillo asked if there were any questions or concerns regarding the minutes of:**

**5/25/2011**

**There being no questions or concerns a motion was made by Vice Chairperson Burns to approve the minutes as written. This motion was seconded by Commissioner Flynn and carried by all present.**

### **Executive Summary**

**Executive Director Sullivan explained that the Housing Authority will**

be going through another physical inspection in the near future. The Authority will need to address exterior concrete and pavement issues as this is a major area where points are deducted. The Authority has also assigned a maintenance staff member to complete a physical inspection of both developments including interior common areas, all units and the exterior of the buildings and to identify areas that need to be addressed. The maintenance staff has is certified, and has completed training regarding REAC Inspections.

The plan was submitted to HAI on 5/13/11 and approved as submitted. The Authority received a Risk Control Dividend Check earned for risk management activity in the amount of \$435.00.

The Authority applied for a three year ROSS Grant on 2/23/10. The Authority received notification that it did not receive this grant. The Authority has funding until November, 30, 2011 for this active grant. The Authority is reapplying for the 2011 ROSS Grant which is due 7/13/11.

The Executive Director has met with the Fee Accountant and at this time there are no concerns that need to come before the Board. The Fee Accountant stated that there will be some upcoming budget cuts, but is waiting on HUD to present the final figures. Once the final figures are sent by HUD he will be working on the upcoming budget for the fiscal year.

Executive Director Sullivan informed the board of the status with the legal issue pertaining to Carlson Corp., and the price of copper for the installation of the generators. Executive Director Sullivan made a suggestion to the Board of commissioners to settle out of court, due to a very costly fee to the Housing Authority if they were to go through aberration. Executive Director Sullivan explained that The Housing Authority has all evidence and documentation to win this case, but after all said and done it would cost the housing Authority much more in revenue to complete this process. Chairman Castillo stated he would like to hear from the Housing Authority's Attorney prior to finalizing on a decision at this time. Executive Director Sullivan suggested that a special meeting be had when Attorney Raymond Marcaccio is back from vacation, so that the board can discuss and finalize their decision.

Verizon FIOS has completed wire installation at the Forand Manor/Annex and Wilfrid Manor. Verizon has visited, and met with residents at both building for the sign up process of Verizon Fios.

Executive Director Sullivan spoke about the Authority being under staffed right now, and may be looking for some temporary employment to pick up the slack in certain departments. Executive Director Sullivan did mention that having the summer youths working for the summer part-time has been a big help right now.

Chairman Castillo asked if there were any comments or concerns

regarding the Executive Summary. There being no questions Chairman Castillo asked for a motion. Commissioner Flynn made a motion to accept the consent agenda. Seconded by Vice Chairperson Burns and passed by all.

## **Consent Agenda**

Chairman Castillo asked if there were any comments or concerns regarding the Consent Agenda. There being no questions Chairman Castillo asked for a motion. Commissioner Flynn made a motion to accept the consent agenda. Seconded by Vice Chairperson Burns and passed by all.

## **Bid Award – Pest Control, Elevator, Auditing Services**

**IFB: Elevator Maintenance: Bid Opening 5/23/2011**

**RFP: Audit Services Bid Opening 5/17/2011**

**RFP: Pest Control Bid Opening 6/17/2011**

Executive Director Sullivan spoke about each individual service that was out for bid, and would like the Board of Commissioners to approve, and award the bids/service contracts to each company. Chairman Castillo asked if there were any comments or concerns regarding Bid Awards. There being no questions Chairman Castillo asked for a motion to approve the bids individually.

**Commissioner Flynn made a motion to approve the bid for the Pest Control Services as a 3 year contract, and award the services to A&D Professional. Seconded by Commissioner Bociek and passed by all.**

**Commissioner Flynn made a motion to approve the bid for the Elevator Services as a 2 year contract, and award the services to Eagle Elevator. Seconded by Commissioner Bociek and passed by all.**

**Commissioner Flynn made a motion to approve the bid for the Auditing Services as a 3 year contract, and award the services to Hurley, O'Neill & Company, P.C. Seconded by Commissioner Bociek and passed by all.**

**Executive Director Sullivan explained that the Authority received only one bid for the Fire Alarm Services. The sole bidder is our current provider by the name of AFA a month to month Contract. The Authority is not satisfied with the services provided currently. Executive Director Sullivan made a decision to re-bid the Fire Alarm Service Bid in hopes of receiving additional bidders. CSI supplied the Housing Authority with an additional bid, and is lower of the two as a 2 year Service Contract. Dave Dumas, who is an employee of the Maintenance Staff, explained to the Board of Commissioners why CSI would be a good fit verses AFA for the Housing Authority.**

**There being no questions regarding the Award for the Fire Alarm Bid, Chairman Castillo asked for a motion to approve the bid. Commissioner Flynn made a motion to approve, and award the bid for the Fire Alarm Services to CSI as a 2 year Service Contract. Seconded by Vice Chairperson Burns and passed by all.**

### **VFW Building Development - Discussion**

**Executive Director Sullivan explained that Segue Charter School has out reached to the Housing Authority to purchase the VFW Hall and to expand to that area. Segway Charter School would like to present themselves to the board. Chairman Castillo asked the Executive Director to obtain more information/ a timeline regarding the future plans of the Segue Charter School to them coming before the board. Executive Director Sullivan stated that she would get more information and pass the information to the Board of Commissioners.**

**Executive Director Sullivan explained to the Board that there have been many inquiries regarding purchasing the Cannons at the VFW Hall from the Housing Authority. Executive Director Sullivan explained that she is waiting on proof of ownership, that in fact The Housing Authority does own the Cannons, and has the right to sell them. Per the VFW Legion Post CFHA does not own those Cannons.**

### **Non-Smoking Policy – Discussion**



**Executive Director Sullivan spoke about introducing a Non-Smoking Policy, and The Lease and Admissions Policy. The Lease & Admissions Policy would be to implement an amendment regarding Air Quality for all residents, and approve a Non-Smoking Policy for all Residents of Central Falls Housing Authority. The Executive Director Sullivan stated she would like The Non Smoking-Policy to become effective Jan. 1st, 2012 for all residents of CFHA, and the amendment regarding Air Quality Control Clause to the Lease & Admissions Policy also to be effective as of Jan 1st, 2012. Executive Director Sullivan explained to the Board that she has outreached to organizations to come in and speak and provide assistance to those tenants who do currently smoke. This will help those residents, and also give them resources with the process of converting CFHA to a Non-Smoking Facility.**

**After much discussion the board agreed that it is in the best interest of the Residents to approve and pass resolutions for both.**

**Chairman Castillo asked if there were any other comments or concerns regarding the Non-Smoking Policy. There being no further questions Chairman Castillo asked for a motion. Vice Chairperson Burns made a motion to approve and pass a resolution for the Non-Smoking Policy. Seconded by Commissioner Flynn and passed by all.**

**Chairman Castillo asked if there were any other comments or concerns regarding the Lease & Admissions Policy. There being no further questions Chairman Castillo asked for a motion. Commissioner Flynn made a motion to approve and pass a resolution for the Non-Smoking Policy. Seconded by Vice Chairperson Burns and passed by all.**

## **Health Benefits**

**Executive Director Sullivan explained to the board that the health benefits have been increased by 25.5%, and that the Housing Authority is in the process of separating from the City and move into a small group within Blue Cross for just CFHA employees. Executive Director Sullivan introduced Kevin Lovett, from Jenn Corp. who is a Broker for Blue Cross & Blue Shield of RI. Mr. Lovett provided the Executive Director, and The Board of Commissioners a spread sheet with 3 options for the review. Mr. Lovett discussed all 3 options in length with the Board. After much discussion the Board decided to meet within the next couple of weeks to have a special meeting to approve a new health plan for the employees.**

## **Fiscal Year Budget 10/01/2011 – 09/30/2012**

**Executive Director Sullivan explained to the board that the Accountant can't provide and present the Board with new budget for the upcoming year due to HUD not having their numbers/budget**

**complete. Once HUD has provided the Accountant with final figures, should be the end of August 2011 at the earliest, then at that point he with present the board with a proposal of the new budget for approval.**

**There being no further business to come before the board, a motion was made by Commissioner Bociek and seconded by Vice Chairperson Burns to adjourn the meeting at 6:45 pm. The motion was carried by all.**